

TIPS FROM THE TREASURER Or How to Keep the Treasurer Honest

RHS Music Boosters pass lots and lots of money back and forth during the myriad events and fundraisers used to support the music program at Reservoir. It is the treasurer's job to keep track of it all – booster income, invoices for fees, 250 student accounts for the Spring Trip, tax forms, personal property forms, audits – and ensure that legitimate record-keeping takes place so that the booster organization is fully accountable for every activity.

Directors, Event Chairs, Committee Chairs, and Boosters can really help out this process by adhering to the following guidelines:

1. To be reimbursed for expenses, fill out the Disbursement Request Form, available on the website or from the treasurer. Be sure to attach receipts or a bill. No receipts = no reimbursement.
2. To submit proceeds (cash/checks), fill out the Funds Deposit Request Form, available on the website or from the treasurer. Attach a note with the total funds and a count of cash and checks. It is important that someone, in addition to the treasurer, counts the money.
3. After an event is over, DO NOT reimburse yourself from the cash proceeds, even if you have receipts. It makes accounting for expenses vs costs difficult. Submit all the cash/checks proceeds via the Funds Deposit Request Form and the reimbursable expenses via the Disbursement Request Form.
4. When submitting checks from fundraiser sales of items, it is the chairperson's responsibility to ensure that the checks are correctly made out. Please check "pay to", dates, year, signature, and amount (RHS Music Boosters cannot cash checks made out to RHS Boosters). If there is a problem, the chairperson must try to straighten it out BEFORE submitting the check to the treasurer for deposit.

5. For federal tax purposes, both cash and noncash contributions need to be declared. Examples of fundraisers where this is important include Dinner Raffle, Art Auction, 5K Race, and Basket Bingo. If your fundraiser depends on cash and noncash contributions, you need to keep a record with the following fields and forward it to the Treasurer:

Donor Name	Cash Amount	Noncash Item	Estimated Value

6. When accounting for shared fundraiser money, please supply the treasurer with a spreadsheet (or a table or a list) with the following information at a minimum:

Student Name	Total Amount Turned In	Total Profit	Student Share (60%)	Booster Share (40%)
Mary Smith				
John Doe				
Totals				

Spreadsheets with more information are fine too, as long as the basic information requested is easily viewable. The treasurer needs to know how to account for the money – how much money is turned in, how much the student gets, how much the Boosters get.